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Maintenance

CONVENTIONAL MUNITIONS PROCEDURES

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This instruction implements AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*. This instruction prescribes procedures for accountability, issue, turn-in, inventory, account validation, control, and forecasting of munitions requirements from Stock Record Account Number FV4418. It applies to organizations or activities assigned or attached to Charleston AFB having a valid requirement and proper authority to maintain or expend munitions. Organizational commanders, certifying officials, account custodians, customers, and the Munitions Accountable Systems Officer (MASO) share responsibility for compliance with the procedures outlined in this instruction. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Executive Order 9397, November 1943. Forms affected by the PA have an appropriate PA statement.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.	Responsibilities:	3
2.	Establishment of a Munitions Custody Account:	3
3.	Custody Account Procedures:	4
4.	Obtaining Out-of-Cycle Authorizations for Custody Account Munitions.	6
5.	Procedures for Custody and Consumption Issue Requests for Munitions.	7
6.	Turn-In Procedures.	8
7.	Expenditures.	9
8.	Time-Change Procedures.	9

9.	Control and Disposition of Munitions Scrap and Residue.	10
10.	Suspended or Restricted Munitions.	11
11.	Courtesy Storage Procedures.	11
12.	Control of Classified Material.	11
13.	Theft, Suspected Theft, or Loss of Munitions, and Relief of Accountability.	12
14.	Procuring Commercial off the Shelf (COTS) Munitions.	12
15.	After Hours Support.	12
16.	Closing a Munitions Account.	12
17.	Records Management.	12
18.	Mobility.	12
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		15
Attachment 2— MUNITIONS AUTHORIZATIONS RECORD		18
Attachment 3— EXPENDITURES		20
Attachment 4— CUSTODY ISSUES		22
Attachment 5— CONSUMPTION ISSUES		24
Attachment 6— DUE-IN-FROM-MAINTENANCE ISSUES (TIME-CHANGE ITEMS)		26
Attachment 7— CUSTODY TURN-INS		28
Attachment 8— DUE-IN-FROM-MAINTENANCE TURN-IN (TIME-CHANGE ITEMS)		30
Attachment 9— EXPENDITURE TURN-IN		32
Attachment 10— FOUND ON BASE (FOB) TURN-INS		34
Attachment 11— OUT OF CYCLE REQUEST FOR EXPLOSIVE TIME CHANGE ITEMS (SAMPLE)		36
Attachment 12— COURTESY STORAGE AGREEMENT		37
Attachment 13— OUT OF CYCLE REQUEST FOR CUSTODY ACCOUNT (SAMPLE)		39
Attachment 14— FOUND ON BASE JUSTIFICATION LETTER (SAMPLE)		40
Attachment 15— REQUEST FOR REVERSE POST (SAMPLE)		41

1. Responsibilities:

1.1. MASO will:

- 1.1.1. Ensure compliance with principles of supply discipline as outlined in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions* and AFI 23-111, *Management of Government Property in Possession of the Air Force*.
- 1.1.2. Ensure munitions are not released to agencies or individuals outside the Air Force without prior approval of MAJCOM or HQ USAF/ILMW.
- 1.1.3. Ensure commanders and custodians are briefed on their responsibilities for maintaining munitions custody accounts.
- 1.1.4. Ensure required munitions are on hand and within approved allocated quantities.
- 1.1.5. Provide technical assistance and guidance to custodians and munitions users.
- 1.1.6. Ensure munitions are issued to authorized individuals only.
- 1.1.7. Ensure that munitions service and shelf life are monitored and inform munitions custodians of any changes.

1.2. Organizational Commanders will:

- 1.2.1. Assume full responsibility for munitions items received by their organization. This responsibility includes maintaining an auditable record of receipts, expenditures, and turn-ins, as well as providing adequate storage (if authorized), proper security, and custodial control.
- 1.2.2. Ensure compliance with procedures contained within this instruction.

1.3. Munitions Custodians will:

- 1.3.1. Manage their custody account according to this instruction and other applicable directives.
- 1.3.2. Keep the organization commander updated on the status of the account.
- 1.3.3. Ensure that munitions are maintained in their original packaging except for assets in use.

2. Establishment of a Munitions Custody Account:

2.1. Prior to the release of any munitions items to an organization, a munitions custody account must be established. The following actions are required to establish a munitions account:

2.1.1. The organizational commander will request, in writing, the assignment of an organizational account code from the MASO.

2.1.1.1. The request will contain, as a minimum, the type of items required, authorizing directives, quantities, and a request for courtesy storage and a copy of the Explosive Safety License, if required, to Munitions Operations. Sufficient information about the requirement must be included for the MASO to evaluate the request.

2.1.2. AF Form 68, **Munitions Authorization Record** (see [Attachment 1](#)) must be prepared and submitted for initial establishment of a custody account.

2.1.2.1. Personnel listed on the AF Form 68 must receive a munitions custody account briefing and sign a memorandum of acknowledgment. Their signature on the memorandum certi-

fies they are knowledgeable of the requirements for operation of a munitions account.

2.1.2.2. AF Form 68 must be re-validated every six months or re-accomplished when the primary custodian or commander changes. Failure to maintain an updated AF Form 68 will result in denial of authority to obtain or retain munitions.

2.1.3. If the request is approved, the MASO or designated representative will brief the commander, certifying officials, and primary and alternate custodians on their responsibilities for maintaining the account.

3. Custody Account Procedures:

3.1. Munitions authorized for use are issued to organizations using custody account procedures. Authorized munitions include those required for base defense, security, alert or mobility, classroom training, aircrew training (AFI 36-2217), installation in survival kits and others deemed appropriate by the MASO or higher authority. Secure facilities and adequate storage must be available.

3.2. Within 45 days of appointment of a munitions custody account the MASO or designated representative will brief commanders, primary and alternate custodians, and certifying officials on their responsibilities for maintaining a custody account. Subsequent commanders and custodians will be briefed as changes occur. These briefings will be documented and a copy provided to the primary custodian.

3.3. The MASO and munitions account custodian must keep a munitions account custody jacket and the following, as a minimum, must be in their jacket files:

3.3.1. Copy of current AF Form 68, **Munitions Authorization Record**.

3.3.2. Briefing or Training memorandums.

3.3.3. Latest reconciled Quarterly Custodian Account Listing (IS507A) signed by commander and account custodian. Copy of the Inventory Count Sheets (IS430A) signed by account custodian and who ever assisted with the account.

3.3.4. Annual MASO Custodian Inventory and account review conducted by Munitions Operations personnel and the account custodian. Maintain the copy of the Inventory Custody Account Listing (IS507A) signed by the commander and account custodian. Copy of the Inventory Count Sheet (IS430A) signed by an account custodian and the Munitions Operations personnel who conducted the inventory. Retained until next Annual account review

3.3.5. Copy of the Annual Inventory Inspection Memorandum and corrective action letter signed by the commander, if required, listing actions to be taken to correct inventory discrepancies

3.3.6. Copy of the Munitions Supply Point Certificate of Transfer.

3.3.7. Allocation document, including any AF Form 1996's, Adjusted Stock Level (if required).

3.3.8. Expenditure log.

3.3.9. Custodians will keep copies of issues (IS517A), expenditures (IS723A), and turn-ins to include: Turn-in Custodian Assets (IS539A), Found on Base Turn-in (IS542A), Expenditure Turn-in (IS541A) documents in their file until the next Quarterly Custodian Inventory.

3.3.10. A copy of the Explosive Safety License (if required), a copy of the Courtesy Storage Agreement Memorandum (if required), and supporting documentation, including memorandums of authorization, instruction booklets, etc.

3.4. The jacket file will be reviewed semi-annually by the MASO or designated representative during custody account (supply point) inventories or inspections to ensure it is being properly maintained.

3.5. Courtesy stored and custody account munitions will be segregated from other assets i.e., base stock and War Reserve Material (WRM). Courtesy stored and custody account munitions will have a placard placed on them to distinguish them from other assets. Custodians and munitions storage personnel will ensure placards reflect, as a minimum, the following information:

3.5.1. Organization and supply point designation of the activity owning the munitions.

3.5.2. Name and phone number of the primary and alternate custodian.

3.5.3. Each container will have the following information stenciled on the outside: National Stock Number (NSN), Department of Defense Identification Code (DODIC), lot number, quantity, and account number.

3.6. Munitions custody accounts must be inventoried quarterly by the primary or alternate custodian. Munitions Operations will provide required listings for accomplishment of this inventory.

3.6.1. The inventory must be returned by the 20th day of the scheduled month and validated against Munitions Operations records.

3.6.2. The custodian and commander must sign the Munitions Custody Account Listing (IS507A) and the custodian must sign the Inventory Count Sheet (IS430A). One copy of each listing will be filed at Munitions Operations and the other in the custodian jacket file.

NOTE: If inventory is not returned by the 20th day of the scheduled month the account will be frozen and no actions will be processed against the account, until the inventory has been reconciled.

3.7. The MASO or designated representative will conduct an inventory or inspection with the custodian annually. Except for aircrew training accounts that will be inventoried quarterly by the MASO or designated representative and custodian. This inventory and inspection will be conducted concurrent to the custodian's "quarterly" inventory.

3.7.1. The results of the inventory and inspection will be documented and provided to the commander. A copy will be filed in the custodian's jacket file until the next semi annual inventory.

3.7.2. Change of the primary custodian must be made at least 45 days prior to his or her departure. A change of custodian also requires a 100 percent physical inventory of all assets. The losing and gaining custodians must be present during the inventory.

3.7.3. The losing and gaining custodians will sign the Certificate of Transfer, Inventory Inspection Memorandum, and the Special Inventory Count Sheets. The account must be validated by the MASO.

3.7.4. If the proper change over is not completed prior to the departure of the primary custodian, the organizational commander will sign the Certificate of Transfer for the departed primary account custodian. The commander will assume full responsibility for any discrepancies found during the change of custodian inventory and all discrepancies will be corrected before the new custodian accepts accountability.

3.8. The commander or designated representative will certify the AF Form 2005 **Munitions Expenditures (IS723A)**. The AF Form 2005 Custody expenditure document will be prepared according to this instruction (see [Attachment 3](#)) and submitted weekly to Munitions Operations, but no later than 1200 on Monday the following week.

3.9. Custodians are responsible for ensuring the IS507A; Custody Account Listing reflects accurate locations for the assets issued to the account. The Munitions Flight will assist with this requirement.

3.10. Lot number and location integrity are essential to a well-managed custody account. Once assets are issued to an account, munitions personnel will annotate the location change on an AF Form 4147, **Munitions Movement Control Worksheet** and then enter location into the CAS-B system. Account custodians must be present when their assets are courtesy stored to verify the location. Once assets are picked-up, Munitions Flight will make location changes for assets stored outside of the munitions storage area.

3.11. If the custody account is not managed or maintained in accordance with AFI 21-201 and this instruction, the following procedures will be accomplished:

3.11.1. The using organization's commander or equivalent will be notified in writing and given the opportunity to correct deficiencies.

3.11.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account.

3.11.3. The MASO will "unfreeze" the account when identified discrepancies have been corrected or may direct assets to be turned in.

3.11.4. If discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.

4. Obtaining Out-of-Cycle Authorizations for Custody Account Munitions.

4.1. Out-of-cycle munitions requirements or requests are processed according to AFI 21-201. Requesting organizations will coordinate out-of-cycle request with the MASO.

4.2. The request will include Master NSN (If a substitute stock number other than the master must be used due to restrictions, list both stock numbers and identify restrictions), Nomenclature, Requirement Code, Functional User Code (FUC), Custody Account Number, Current Fiscal Year Allocation (If any), Current Fiscal Year Expenditure Data (If any), Requested Allocation Increase, Authorizing Directive, Formula (How did you calculate the amount needed), Impacts if request is disapproved (Be specific).

4.2.1. The organizational commander must sign the request. The MASO will examine on-hand balances and allocations to determine if the request can be satisfied locally. (Local allocation transfers will be coordinated with applicable functional managers).

4.2.2. If the wing allocation is insufficient, the MASO must annotate on-hand balances on the request, endorses the request and returns it to the requester. The approval level for out-of-cycle request is the requesting unit's group commander. The requester will forward the request to their functional manager.

4.2.3. Munitions Flight will notify Units of approval of out-of-cycle allocations. Upon receipt of approved allocations, coordination between munitions users and Munitions Flight is required to receive authorized munitions.

5. Procedures for Custody and Consumption Issue Requests for Munitions.

5.1. Munitions items will not be issued until all documentation has been properly processed.

5.2. Telephone, intercom, and radio requests are not approved methods for ordering AFV managed items. Requests will be submitted on AF Form 2005, properly certified in two copies, and prepared in accordance with ([Attachment 4](#), [Attachment 5](#) or [Attachment 6](#)) of this instruction.

5.3. To expedite transaction-processing, requests will be hand carried to Munitions Flight; BITS and mail will not be used. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to issues. All requests will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations.

5.4. Routine requests will be submitted to Munitions Operations no later than 10 days prior to need date.

5.4.1. Munitions will be issued in quantity unit pack (QUP) or lite box configuration when possible, not to exceed allocation, to limit creation of non-standard packaging, which creates a possible hazard class conflict as described in T.O. 11A-1-10.

5.4.2. Munitions Inspector will inspect the munitions and notify the requester when they are ready for pick-up. Requesting activities will pick up and sign for munitions at the Munitions Flight (BLDG 900).

5.4.3. Munitions personnel and the account custodian will move courtesy stored munitions to and from locations within the Munitions Storage Area.

5.4.4. Because of munitions compatibility and operational restrictions at the munitions inspection bay; the requester will ensure assets are picked up as soon as possible after notification, but **NLT 1200 the day after notification**. Time change items must be picked up **no later than 1200 on Friday of the week notified**.

5.4.5. Personnel authorized to receive munitions must be identified in Section III of the AF Form 68, **Munitions Authorization Record**. Individuals receiving property will check the National Stock Number (NSN), lot number, condition code, and quantity before signing the issue document.

5.4.6. If munitions are not picked up on the date needed, Munitions Operations will contact the using organization to verify if the assets are still needed, if not, they will be returned to base stock. If the munitions are no longer needed by the organization, the custodian must annotate "organizational refusal" beneath the signature block on the issue document and sign for the items. The custodian must then complete turn-in paperwork. These actions will be completed regardless of the situation.

5.5. An emergency issue is an unforeseen action that would prevent a unit from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue.

5.5.1. Emergency issue request will be accompanied by a letter signed by the requesters Group Commander or designated representative stating the nature of the emergency and reason why the request could not be handled through routine scheduling. **Poor planning does not constitute an emergency.** Emergency requests will be approved by the MASO.

5.6. If assets are taken outside the MSA and returned, they must first be brought back and inspected for proper packing, markings, etc., before being returned to courtesy storage. If any discrepancies are found, it is the responsibility of the custodian to make the necessary corrections at that time.

5.7. When transporting munitions, activities must comply with the requirements of AFMAN 91-201. Trained personnel, in properly configured government vehicles (GOV) will transport explosives in accordance with (IAW) applicable AF Instructions. Explosives will not be transported in privately owned vehicles. Vehicles will have the appropriate Department of Transportation (DOT) class 1.1, 1.2, or 1.3 placard.

5.7.1. No person will ride on, or in the cargo compartment of a motor vehicle transporting explosives, nor will explosives be transported in the passenger compartment of a vehicle.

5.7.2. Each explosive laden vehicle will be equipped with at least two portable 2A: 10BC rated fire extinguishers.

5.7.3. Explosives will be secured in the vehicle using blocking, bracing, or tie down methods to ensure safe transport.

5.7.4. Smoking is not permitted on, in, or within 50 feet of vehicles containing explosives.

5.7.5. When possible, vehicles will use established explosive routes identified by Wing Weapons Safety.

6. Turn-In Procedures.

6.1. Requests for turn-in of munitions will be accomplished by submitting AF Form 2005 to Munitions Operations in two copies. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The person turning in the munitions must initial changes to turn-ins.

6.2. Types of turn-ins include:

6.2.1. IS539A - Turn-in Custody Assets (see [Attachment 7](#)).

6.2.2. IS540A - Due-In-From-Maintenance (DIFM) asset turn-in (see [Attachment 8](#)).

6.2.3. IS541A - Expenditure Turn-in (see [Attachment 9](#)).

6.2.4. IS542A - Found-on-Base (FOB) Turn-in will require a letter signed by the commander, justifying the FOB turn-in (see [Attachment 10](#) for 2005) ([Attachment 14](#) for Letter).

6.3. Organization will schedule a turn-in date and time with Munitions Operations extension 3-5280. Organizations deliver assets to Munitions Flight on the date and time scheduled. Ensure transportation procedures, as outlined in paragraph [5](#) of this instruction, are followed. No unscheduled turn-ins will be accepted.

6.4. The original container and packaging will be used to turn-in assets. It is the responsibility of the organization turning in the assets to ensure the item is in the proper packing material and container or

make arrangements with the Munitions Flight to get the proper packing/container. Items will be segregated and packaged by type and identified by lot number.

6.5. Inspection personnel will perform a physical count of all items except those in factory sealed packaging. The turn-in documents will reflect exact quantity, NSN, and lot number, nomenclature and document number of the items being turned-in. The in-checker will sign block "A" of the AF Form 2005 and return the second copy to the custodian as release of accountability.

6.6. Ammunition or explosive items FOB and determined safe by proper authority e.g., Explosive Ordnance Disposal (EOD) or a qualified munitions inspector, must be immediately turned-in using IS542A, FOB Turn-in Documentation.

6.7. Organizations managing DIFM will turn-in their assets **each Thursday NLT 1000**, paragraph 8. of this instruction will be used to control replacement time change issues. Account representatives will ensure AF Form 2005 turn-in paperwork contains the same document number as the time change item that was issued.

7. Expenditures.

7.1. Expenditures will be submitted on AF Form 2005, properly certified in two copies, and prepared in accordance with [Attachment 3](#) of this instruction. To expedite transaction processing, requests will be hand carried to Munitions Operations; BITS and mail should not be used. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to expenditures.

7.1.1. No changes to the quantity will be made, if the quantity is incorrect on the AF Form 2005 a new document must be accomplished by the custodian.

7.2. All expenditures will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations. Expenditures will be submitted to Munitions Operations within five duty days from the date of expenditure.

7.3. If an organization mistakenly submits expenditure and later finds out that the items should not have been expended, a memorandum to request Reverse Post of the transaction will be required. Reverse Post of expenditures requires a letter signed by the commander stating the reason for reverse post and which documents requires reverse posting (see [Attachment 15](#)).

8. Time-Change Procedures.

8.1. The Wing Plans and Scheduling function submits the quarterly time-change requirement forecast to Munitions Operations. T.O. 00-20-9 provides specific guidance. Wing Plans and Scheduling must ensure the accuracy of the forecast. Inaccurate or incomplete forecast information will create severe problems for OO-ALC's procurement process.

8.2. Munitions Operations must receive the quarterly time change requirements accompanied by the AF Form 2005's (see [Attachment 6](#)) NLT the 1st of Feb, May, Aug and Nov. Quarters are set as Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. This will provide Munitions Operations with sufficient time to validate the 2005's against the requirements. This will reflect the projected need dates for the aircraft assigned to wing. Munitions Operations will contact the appropriate Wing Plans & Scheduling to work out any anomalies.

8.2.1. Any additions made to the quarterly time change requisition requirements after submission to OO/ALC will require an Out of Cycle Request letter (see [Attachment 13](#)) justifying the change signed by the squadron commander.

8.2.2. Munitions Operations will submit a supplemental requisition to OO/ALC midway through the quarter if required (1st Apr, Jul, Oct, and Jan). Wing Plans and Scheduling will submit a consolidated out of cycle request for the affected quarter to meet this date.

NOTE: Every effort must be made to minimize supplemental requisitions; this should be an exception rather than the rule.

8.2.3. Wing Plans & Scheduling and/or the using organization must notify Munitions Operations of changes to need dates.

8.2.4. An unscheduled issue, change to scheduled issue requests or new issue requests submitted after the Monday deadline of the week the items are being issued requires a memorandum (see [Attachment 11](#)) signed by Squadron Commander and endorsed by LG Commander or designated representative. If the change is a cancellation of a previous request without an additional issue requirement, then the Squadron Maintenance Officer (SMO) can sign this letter to be used as a source document for the required actions.

8.2.4.1. The utmost discretion must be employed by schedulers so as not to abuse the "Unscheduled Issue Guidelines."

8.3. Emergency issues are defined as "an unforeseen action that would prevent an aircraft from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue." An emergency issue should not be used in lieu of an unscheduled issue. Poor planning does not constitute an emergency.

8.3.1. Requests for items needed within 12 hours will be submitted using AF Form 2005 and be accompanied by an emergency issue request letter (see [Attachment 11](#)) signed by the Squadron Maintenance Supervisor, and approved by the 437th LG/CC or designated representative. This letter may be hand carried or sent electronically to the approval authority. The approval authority will forward the approved issue request letter to Munitions Operations personnel for processing. Emergency issues will be honored once notification is received that an emergency exists.

9. Control and Disposition of Munitions Scrap and Residue.

9.1. Organizational commanders will:

9.1.1. Establish procedures for the collection and control of munitions scrap and residue generated by their organization IAW 11A-1-60, *General Instruction – Inspection of Reusable Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives*.

9.1.2. Ensure personnel are aware of their individual responsibilities for the control and turn-in of munitions scrap and residue.

9.2. Account custodian or representative will:

9.2.1. Develop written procedures for the management of munitions scrap/residue, packaging, and containers (if applicable).

9.2.2. Ensure the turn-in of scrap and residual material accompanies the munitions expenditure document.

9.3. CATM will certify their generated munitions residue IAW T.O. 11A-1-60. The munitions flight will conduct certification training for designated personnel.

9.3.1. Munitions Flight will assist with the TURN-IN of munitions residue to DRMO.

10. Suspended or Restricted Munitions.

10.1. Munitions Operations will review safety supplements to T.O. 11A-1-1, Conventional Munitions Restricted or Suspended immediately upon receipt. Determination will be made as to whether or not effected assets exist on either Stockpile or Custody accounts by utilizing CAS-B program IS510A.

10.2. Munitions Operations will immediately notify users of suspended or restricted assets in writing and a copy will be placed in the custody account folder. Effected assets will immediately be turned into the munitions flight for proper classification and reporting.

11. Courtesy Storage Procedures.

11.1. The using unit is responsible for providing adequate storage for munitions in their control. Explosive storage, safety, and security criteria are defined in AFI 31-101 and AFMAN 91-201. Courtesy storage within the munitions storage area (MSA) is not automatic and is based on availability of storage space.

11.2. Munitions Flight is responsible for implementing and managing the munitions courtesy storage program and will assist using organizations in obtaining storage within the MSA if the using unit does not have adequate storage facilities.

11.3. The using unit will provide technical data on non-US Air Force assets, prior to storage. Non-DoD owned munitions will not be courtesy stored without proper DoD memorandum of agreements. Munitions personnel will provide the requesting unit the Courtesy Storage Agreement. Units must provide a listing of assets requiring courtesy storage, (a CAS IS507A run or itemized spread sheet) to be maintained with the agreement.

11.4. The Courtesy Storage Agreement (see [Attachment 12](#)) will detail requirements for courtesy storage of munitions and will be signed by the requester and the Munitions Flight Chief.

11.4.1. The agreement will be kept on file for one year. It will be renewed or re-negotiated annually during the month of October.

11.4.2. The requester will provide a current AF Form 68 or a letter signed by their commander requesting authorization for their personnel to have access to the courtesy stored munitions from their unit.

11.5. When stored in the MSA, accountability, reporting, care, and preservation of courtesy stored assets remain the sole responsibility of the using unit.

11.6. The account custodian must contact Munitions personnel at extension 3-5277, to arrange removal of courtesy stored munitions at least 24 hours in advance.

12. Control of Classified Material.

12.1. Classified property will not be released to unauthorized individuals. Organizations requiring classified munitions items will identify those individuals in Part III of AF Form 68, **Munitions Authorization Record**.

12.2. The authority to receive classified munitions will be revalidated semiannually. Munitions Operations will exchange memorandums with Traffic Management Office (TMO) and Explosive Ordnance Disposal identifying individuals authorized to receive classified munitions.

13. Theft, Suspected Theft, or Loss of Munitions, and Relief of Accountability.

13.1. Immediately notify the MASO and appropriate authorities whenever theft, suspected theft, loss, or deliberate destruction of munitions occurs or is suspected to have occurred. This policy applies to all ammunition or explosive items whether in transit, in storage, or issued to an organization for custody or consumption.

13.2. The MASO will notify the appropriate commander of the options available to obtain relief from accountability.

14. Procuring Commercial off the Shelf (COTS) Munitions.

14.1. Authorization must be obtained through AMC/MXG Functional Manager and the Air Staff before units procure Commercial Off the Shelf (COTS) Munitions; (formally known as local purchase munitions). The organization must contact Munitions Operations to obtain proper procurement procedures.

15. After Hours Support.

15.1. Units and organizations requiring support after normal duty hours will contact the Maintenance Operations Center (MOC) at extension 3-2373/2374. MOC will in-turn contact Maverick-4 (Maintenance Supervision) whom will validate the request and make the determination if munitions personnel response is required.

NOTE: The Munitions Flight maintains a 24-hour response capability using a prearranged schedule of standby personnel. Poor planning or scheduling does not justify a standby response.

16. Closing a Munitions Account.

16.1. Prior to closing a munitions account, the following actions are required:

16.2. The organizational commander will close the account in writing. The request will contain as a minimum the organizational account code and the date established with Munitions Inspectors to turn-in all items on this custody account.

16.3. When all items are turned in and processed in CAS-B the account will be closed. Until this is accomplished the primary custodian and commander remain responsible for the management of the account.

17. Records Management.

17.1. Maintain and dispose of records according to AFMAN 37-139, *Records Disposition Schedule*.

18. Mobility.

18.1. Munitions accountability is a serious matter and will be managed accordingly. Upon receiving a tasking order to deploy with ammunition, the designated troop commander will be appointed as the responsible individual. The Air Force manages munitions based on a “cradle to grave” concept. Therefore, accountability for munitions will not be relinquished until either transferred or certified as expended for their intended purpose. The following guidelines will assist in maintaining accountability of munitions during a mobility deployment.

18.1.1. Authorized personnel will contact munitions operations requesting munitions from the wing munitions account in support of the mobility or contingency. The below list is the information needed to help eliminate problems and speed the process.

18.1.1.1. Date munitions will be needed.

18.1.1.2. Number of personnel/weapons.

18.1.1.3. Type of munitions needed.

18.1.1.4. Troop commanders name and contact information.

18.1.2. The troop commander will report to Building 900 at scheduled time to inspect and receipt for munitions.

18.1.3. The home station Munitions Flight will provide responsible individual with a shipping document for munitions being deployed. Follow the instruction on the reverse of the shipping document.

18.1.3.1. If deploying to a location for longer than 30 days, and there are munitions personnel at the location, transfer accountability to them upon arrival.

18.1.3.2. Maintain the original copy of the shipping document until your return, and if the deployment is an extended period of time, fax/mail a copy to the address listed below.

18.1.3.3. If, no munitions personnel are available, the troop commander is ultimately responsible for accountability until either the munitions are returned or proper documentation is provided for relief of accountability.

18.1.4. It is advisable that the responsible individual develops control measures for issuing ammunition to other individuals.

18.1.5. Do not mix ammunition with other units and maintain lot integrity. You should return with the same assets you left with and loss of lot integrity changes the known condition code of the assets.

18.1.6. If the ammunition is expended, maintain documentation as to the details such as date, how many, brief reason (if not classified).

18.1.7. The responsible individual will be briefed and sign acknowledging the briefing, receipt of the ammunition shipping document, and page 182 from AFI21-201, Management and maintenance of Non-Nuclear Munitions, Chapter 34, Deployed Munitions Management.

18.1.8. Direct correspondence to: 437 MXS/LGMW (FV4418), 106 Range Road, Charleston AFB, SC 29404, DSN 673-5279/80.

TOMMY D. HIXON, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives*

AFCAT 21-209, *Ground Munitions*.

AFI 10-403, *Deployment Planning*.

AFI 21-109, *Communication Security (COMSEC) Equipment Maintenance and Training*.

AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*.

AFI 23-111, *Management of Government Property in Possession of the Air Force*.

AFMAN 23-220, *Reports of Survey for Air Force Property*.

AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

AFI 31-209, *The Air Force Resource Protection Program*.

AFI 36-2217, *Munitions Requirements for Aircrew Training*.

AFMAN 91-201, *Explosive Safety Standards*.

T.O. 00-20-9, *Forecasting Replacement for Selected Calendar and Hourly Time Change Items*.

T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended*.

T.O. 11A-1-10, *General Instructions Munitions Serviceability Procedures*.

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart*.

T.O. 11A-1-60, *General Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*.

Terms

Accountability—the obligation imposed on a person by law, lawful order, or regulation for keeping accurate, auditable records of property. The person having this obligation may or may not have actual possession of the property. Accountability is concerned primarily with records, while responsibility is concerned with custody, care, and safekeeping. Accountability for munitions begins with issue and continues until the item is expended, or relief from property responsibility is approved.

Allocation—the quantity of munitions approved by MAJCOM and Air Logistic Center (ALC) for use by the forecasting organization. The allocation is a fiscal year requirement and may be more or less than the forecasted or authorized quantity.

Ammunition—a complete device charged with explosives, propellant, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolition.

Audit Trail—a distinct, documented chain of events that shows all actions affecting accountability from

time of issue to expenditure of munitions.

Commander—for the purpose of this instruction, references to the commander indicate the using organization commander.

Commercial Off the Shelf (COTS) Munitions—locally purchased commercial explosives or munitions.

Condition Code—assets are assigned a specific condition code by certified munitions inspectors according to specific item technical orders and technical order 11A-1-10.

Consumption Issue—an issue to an organization which must be consumed on the day of issue, or within a 15 day period from date of issue if adequate storage capabilities exist within the receiving unit. Bench stock type issues may be retained for more than 15 days. Appropriate turn-in must be accomplished if munitions are not consumed or installed within 15 days of date and time of issue.

Courtesy Storage—ammunition or explosives belonging to an organization and stored in the munitions storage area. Such storage must be in the best interest of the organization and the Air Force and is required for customers not having a licensed storage facility. Courtesy storage is approved on a case by case basis and is dependent on available storage space. The owning organization remains accountable and responsible for these assets.

Custodian—the individual designated in writing by the commander to manage munitions for the organization. The custodian is responsible for properly accounting for munitions in accordance with this instruction and other applicable directives.

Custody Issue—issues of munitions to an organization's custody account for use at a later time. Munitions will remain on accountable records until expended, turned in, or the Munitions Accountable Systems Officer (MASO) is notified in writing of a lost item and appropriate action has been taken.

Due-In-From-Maintenance (DIFM)—indicates a like item must be turned-in using the same document number assigned to the replacement item being issued.

Expenditure Turn-in—turn-in of assets originally consumption issued, which were not consumed.

Found on Base Turn-in (FOB)—examples of FOB turn-ins are: Items found outside the munitions storage area or licensed storage facility, items removed from an amnesty box, items removed from, or left by transient aircraft, containers, or confiscated munitions.

Frozen or Suspended Account—accounts may be frozen or suspended when the MASO perceives the account is not being properly maintained or required documentation is not filed. The primary criteria are failure to comply with regulations or breach of accountability. Accounts are temporarily frozen while the account is being inventoried.

Lot Number—alphanumeric series of characters assigned to each munitions lot at the time of manufacture, assembly, or modification.

Major Category Code—code assigned during allocation process that identifies the intended method of use for each item; i.e. category D assets are intended for consumable training use.

Munitions Accountable Systems Officer (MASO)—the individual, military or civilian, assigned the responsibility to account for, manage, and report ammunition or explosive items on an Air Force munitions account.

Munitions Flight—the flight assigned responsibility for the maintenance, storage, inspection, and

accountability of munitions in base stock.

Munitions Operations (AFV)—supply designator assigned by the Air Force indicating a Munitions Operations function operating under Combat Ammunition System-Base (CAS-B) computer system procedures.

Munitions Scrap and Residue—material remaining after munitions item has had its explosive filler removed by either normal functioning or demilitarization. Demilitarization includes detonation, burning, and removal of explosives by chemical washout or other accepted means.

Pecuniary Liability—liability incurred through command, supervisory, custodial, or personal responsibility for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence. Financially responsible persons having command, supervisory, or custodial responsibility will be held liable for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence.

Restricted or Suspended Munitions—items that cannot be expected to meet performance standards and are suspended or restricted from use. The MASO notifies organizations possessing these munitions and directs their turn-in to prevent mishaps.

Reusable Container—a container designed and designated for reuse.

Time Compliance Technical Order (TCTO)—an authorized directive issued to provide activity instructions for accomplishing one-time changes, modifications, inspection of munitions, or installation of new components.

Attachment 2

MUNITIONS AUTHORIZATIONS RECORD

MUNITIONS AUTHORIZATIONS RECORD

MUNITIONS AUTHORIZATION RECORD					DATE
FROM: (Office of Operational Commander)			TO: Office Symbol or Address of the MASO)		
OFFICE SYMBOL OF THE COMMANDER			437 MXS/LGMW		
<p>AUTHORITY: Executive Order 9397, November 1943.</p> <p>PRINCIPAL PURPOSE: To receipt for munitions items.</p> <p>ROUTINE USES: Provides for verification/identification of personnel to receipt of certify authorizations for munitions</p> <p>DISCLOSURE IS VOLUNTARY: The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.</p>					
I. ORGANIZATIONAL AND SUPPLY INFORMATION					
PURPOSE FOR WHICH REQUESTED MUNITIONS WILL BE USED (i.e., type mission/activity supported)					
STATE WHAT THE MUNITIONS WILL BE USED FOR AND WHAT REGULATION GOVERNS IT.					
Delivery Location		EX: BLDG 4345/FLIGHTLINE		Receiving Activity Office Symbol	
				EX: LGMWQQ	
U1050 II Organization and Shop Code (if applicable)			EX: 437MXS/LGMWQQ		
Supply Point (Custody Account (if applicable)			EX: 829DO		
II. Personnel Authorized To Sign Certificates of Authorization/Expenditure (AF Form 2005/DD Form 1150)					
<p>COMMANDERS STATEMENT: In accordance with AFM 67-1, Vol. 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/certify authorization documents and to sign/certify expenditure documents for activity/account listed in Part 1 above. All personnel are in the position of Section Chief or higher, and have been briefed by me as to their responsibilities for proper control and accountability of munitions. These individuals are charged with personal verification, including the Urgency of Need (UND), of any documents/transactions which they, as my representative, approve.</p>					
NAME	RANK	SSN	PHONE	DEROS	SIGNATURE
EX: MANN, JAKE L.	SMSGT	444-33-2222	6-2222	N/A	// signed //
*****	*****	LAST ITEM*****	*****	*****	*****
III. Personnel Authorized To Receipt For Munitions (DD Form 1348-1 / DD Form 1150)					
<p>COMMANDERS STATEMENT: In accordance with AFM 67-1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/receipt for munitions items for my organization/activity as identified in Part 1 above</p>					
<p>BRIEFING STATEMENT: We, the undersigned, fully understand our responsibilities to properly control, safety and securely store, and prevent the unauthorized use of munitions we receive. We will insure that these munitions are not released to agencies or individuals outside the United States Air Force, prior approval and authority or higher headquarters.</p>					
SEE REVERSE FOR LISTING OF PERSONNEL					

AF FORM 68, OCT 87 (EF-VI)(PerFORM PRO)

AF FORM 68, OCT 87 (REVERSE) (EF-V1) (PerFORM PRO)

Attachment 3**EXPENDITURES**POSITIONBLOCKS

1-6	IS723A: Transaction Code for Expenditures	A	Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of signature, Telephone number
7	Blank		
8-22	National Stock Number		
23-24	Unit of Issue	B	MASO or designated representative signs this Block
25-29	Quantity Expended		
30-43	Document Number the Assets Were Issued Under	C	Blank
44	Condition Code	D	Lot Number Expended
45-50	Structure Number Where the Item is Located	E	“Certified Custody Expenditure, Authorizing Directive Statement and Reason for Expenditure”, and Custodian’s Signature
51-54	Blank		
55-56	System Designator: 05	F	Expenditure Number (Assigned by Custodian); for AFI 36-2217
57-66	Blank		
67-80	Location of Item within Structure		Requirements Enter Complete Round Weapon Code
		G-H	Blank
		I	Category Code
		J	Nomenclature

TRIC		DELIST		EX		A. INSPECTOR, NAME, DATE (TIN) JOHN P. DOE, MSGT REQUEST, TIME & DATE (ISSU) EXT-6555 1 JUL 99										B. INSPECTOR, NAME-STAMP, DATE (TIN)																																	
		TOTE BOX		ONE																																													
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I	S	7	2	3	A																																												
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NSN						NIN						AIRM						ACT						ORG						SHIP						DATE						SERIAL						Card	
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44													
1	3	0	5	0	0	1	8	2	3	2	1	7			E	A	0	0	8	4	9	S	8	3	1	C	C	2	0	1	7	0	0	0	1	A													
Part Number														E. T.O. REFERENCE/TECHNICAL PUBLICATION OR EMD-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																			
D. PART NUMBER/NGFR CODE OR NAME/REMARKS														CERTIFIED CUSTODY EXPENDITURE IAW AFI 36-2217 FOR AIRCREW TRAINING																																			
WORK ORDER														MARK FOR														F. T.O. POC AND/OR ERNC																					
SHIP TO														DOCUMENT NUMBER														POSTPOST																					
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80														
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G. TIME & DATE OF DELIVERY						H. DELIVERY TIME						I. CAT "D"						J. NOMENCLATURE																															
																		CTG, 5.56MM, Blank, M200																															

AF FORM 2005, JUN 86 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Attachment 4**CUSTODY ISSUES**

<u>POSITION</u>	<u>BLOCKS</u>
1-6 IS517A: Transaction Code for Custody Issues	A Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of Signature, Telephone number
7 Blank	
8-22 National Stock Number	
23-24 Unit of Issue	B MASO or designated represented Signs this Block
25-29 Quantity of Issue	
30 Activity Code S	C Blank
31-35 Organization and Shop Code	D Munitions Operations will complete
36-50 Munitions Operations will complete	E Certified Custody Request and Authorizing Directive Statement and Reason for use
51-54 Blank	
55-56 System Designator: 05	
57-59 Blank	F Blank; for AFI 36-2217
60-61 Priority Code (04)	
62-66 Blank	
67-80 Munitions Operations will complete	G Requested Need Date, Routine Issues – Usually 10 days after Receiving the Request
	H Blank
	I Cat Code
	J Nomenclature

PREVIOUS EDITION WILL BE USED.

Attachment 5

CONSUMPTION ISSUES

POSITIONBLOCKS

1-6	IS517A: Transaction Code for Consumption Issues	A	Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of Signature, Telephone number
7	Blank		
8-22	National Stock Number		
23-24	Unit of Issue	B	MASO or designated representative Signs this Block
25-29	Quantity of issue		
30	Activity Code R	C	Blank
31-35	Organization and Shop Code	D	Munitions Operations will complete
36-50	Munitions Operations will complete	E	Certified Consumption Request, Authorizing Directive Statement and Reason for use
51-54	Blank		
55-56	System Designator: 05		
57-59	Blank	F	Blank
60-61	Priority Code (04)	G	Requested Need Date, Routine Issues - Usually 10 days after Receiving the Request
62-66	Blank		
67-80	Munitions Operations will complete	H	Blank
		I	Category Code
		J	Nomenclature

TRIC 1 2 3 4 5 6 7 I S 5 1 7 A														REQUEST DATE/TIME 15 May 02														A. INSPECTOR, NAME, DATE (TM) B. INSPECTOR, NAME, STAMP, DATE (TM)													
JOHN P. DOE, MSGT REQUEST, TIME & DATE (USE) EXT-6555 15 May 02																																									
STOCK NUMBER 1 3 3 8 0 1 2 2 8 0 0 2 3														QUANTITY E A														C. DOCUMENT NUMBER R													
D. PART NUMBER/NAVR CODE OR NAME/REMARKS CERTIFIED CONSUMPTION REQUEST FOR AIRCREW TRAINING IAW AFI 36-221																																									
WORK ORDER 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																																									
G. TIME & DATE OF DELIVERY 15 July 02														H. DELIVERY TIME CAT "S"														J. SIGNATURE HOLDER ASSEMBLY													

Attachment 6

DUE-IN-FROM-MAINTENANCE ISSUES (TIME-CHANGE ITEMS)

<u>POSITION</u>	<u>BLOCKS</u>
1-6 IS517A: Transaction Code for Time Change Issues	A Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of Signature, Telephone number
7 Blank	B MASO or designated representative Signs this Block
8-22 National Stock Number, Including Suffix	C Need Date, and Initials of Munitions Operations Personnel
23-24 Unit of Issue	D Part # and Fighter Squadron
25-29 Quantity of Issue	E Certified Consumption Request for Time-Change, Applicable T.O. Statement and Reason for use
30 Activity Code R	F Work unit code
31-35 Organization and Shop Code	I Cat Code "S"
36-50 Munitions Operations will complete	J Nomenclature
51-54 Blank	
55-56 System Designator: 05	
57-59 Blank	
60-61 Priority Code (02 or 04)	
62-66 Blank	
67-80 Aircraft Tail# or Chute# or Kit#	

TRIC		DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)										B. INSPECTOR, NAME, STAMP, DATE (TIN)																																																																											
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AF FORM 2005, JUN 86 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Attachment 7**CUSTODY TURN-INS**

<u>POSITION</u>	<u>BLOCKS</u>
1-6 IS539A: Transaction Code for Custody Turn-ins	A Inchecker Signs (Munitions Personnel Fill In) Relieving Custodian of Responsibility
7 Blank	
8-22 National Stock Number	B A Munitions Inspector Signs This Block once Turn-in is Complete
23-24 Unit of Issue	
25-29 Quantity Turned in	C Blank
30 Activity Code S	D Lot Number of Item Being Turned In
31-43 Document Number	E Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
44 Blank	
45-50 Structure Number Where the Item is Located	
51-54 Blank	F Blank
55-56 System Designator: 05	I Category Code
57-66 Blank	J Nomenclature
67-80 Location of Item within Structure	

TRIC		DEL DIST		EX		A. INSPECTOR, NAME, DATE (TIN)																B. INSPECTOR, NAME, DATE (TIN)																																																											
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AF FORM 2005, JUN 86 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Attachment 8

DUE-IN-FROM-MAINTENANCE TURN-IN (TIME-CHANGE ITEMS)

<u>POSITION</u>	<u>BLOCKS</u>
1-6 IS540A: Transaction Code for Time-Change Turn-in (DIFM)	A Inchecker Signs (Munitions Personnel Fill In) Relieving Custodian of Responsibility
7 Blank	
8-22 National Stock Number, Including Suffix	B A Munitions Inspector Signs This Block once Turn-in is Complete
23-24 Unit of Issue	C Blank
25-29 Turn-in Quantity	D Lot #
30-43 Custodian fills in Document Number	E Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
51-54 Blank	
55-56 System Designator: 05	
57-59 Blank	
60-61 Blank	F DIFM
62-66 Blank	I Cat Code "S"
67-80 Blank	J Nomenclature

TRIC		DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)																B. INSPECTOR, NAME-STAMP, DATE (TIN)																																				
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1	3	7	7	0	1	0	5	4	2	9	1	2	E	S	E	A	0	0	0	0	1								R	2	3	4	E	G	9	1	7	5	0	0	0	1																
Part Number																						E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																				
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																																										
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																																									DIFM																	
G. TIME & DATE OF DELIVERY					H. DELIVERY TIME					I.					J. NOMENCLATURE																																											
										CAT "S"					INITIATOR																																											

AF FORM 2005, JUN 86 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Attachment 9

EXPENDITURE TURN-IN

POSITIONBLOCKS

1-6	IS541A: Transaction Code for Expenditure Turn-in	A	In-checker Signs (Munitions Personnel Fill In) Relieving Custodian of Responsibility
7	Blank		
8-22	National Stock Number, Including Suffix	B	A Munitions Inspector signs this Block Once Turn-in Complete
23-24	Unit of Issue	C	Initials of Munitions Operations Personnel
25-29	Quantity Turned in		
30-43	Document Number	D	Lot Number of Item Being Turned in
44-54	Blank	E	Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
55-56	System Designator: 05		
57-59	Blank		
60-61	Priority		
62-80	Blank	G	Blank
		I	Category Code
		J	Nomenclature

TRIC		DELIST		EX		A. INCHECKER, NAME, DATE (TIN)																B. INSPECTOR, NAME, STAMP, DATE (TIN)																																																					
TOTAL BOX		Box		Box																																																																							
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G. TIME & DATE OF DELIVERY										H. DELIVERY TIME										I. CAT "D"										J. NOMENCLATURE																																													
																														5.56 MM BALL																																													

AF FORM 2005, JUN 86 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Attachment 10

FOUND ON BASE (FOB) TURN-INS

POSITION

1-6 IS542A: Transaction Code for FOB
Turn-ins
7 Blank
8-22 National Stock Number
23-24 Unit of Issue
25-29 Quantity Turned in
30-43 Transaction Number, Assigned by
CAS-B When Turn in is Completed
(Munitions Inspector Fill In)
44 Munitions Inspector will Complete
45-54 Blank
55-56 System Designator: 05
57-80 Blank

BLOCKS

A In-checker Signs (Munitions Personnel
Fill In) Relieving Custodian of
Responsibility
B A Munitions Inspector signs this
Block Once Turn-in Complete
C Blank
D Lot Number, If Known
E Blank/Serviceable/Unserviceable
Statement and Applicable T.O. or
Regulation (Munitions Inspector
Fills in)
F G-I Blank
J Nomenclature

****NOTE:** ALL FOB TURN INS MUST BE
ACCOMPANIED BY LETTER SIGNED BY
SQUADRON COMMANDER EXPLAINING
THE REASONS SURROUNDING THE FOB
TURN IN. SEE [Attachment 15](#) FOR FORMAT.

TRIC		DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)																B. INSPECTOR, NAME, STAMP, DATE (TIN)																																													
1 2 3 4 5 6 7		TOTE BIK		Duc																																																															
						REQUEST, TIME & DATE (ISU)																																																													
STOCK NUMBER																								UNIT OF ISSUE				QUANTITY				C.																DOCUMENT NUMBER																TMO			
NRN																								NRN				ADDN																				ACT																COND			
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22																								23 24 25 26 27 28 29																				30 31 32 33 34 35 36 37 38 39 40 41 42 43 44																							
1 3 0 5 0 0 1 8 2 3 2 1 7																								E A 0 0 8 4 0																				F V 4 4 1 8																							
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D. PART NUMBER/MGR CODE OR NAME/REMARKS																																																																			
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WORK ORDER																								TEX CON FAD				SD				PROJECT				PRI				RED DEL DT				UIC				MARK FOR																F. T.O. PSC AMO/GR ERAC			
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G. TIME & DATE OF DELIVERY																								H. DELIVERY TIME				I.				J. NOMENCLATURE																																			
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AF FORM 2005, JUN 86 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Attachment 11

OUT OF CYCLE REQUEST FOR EXPLOSIVE TIME CHANGE ITEMS (SAMPLE)

(Date)

MEMORANDUM FOR 437 LG/CC

FROM: *(Unit/Office Symbol)*

SUBJECT: Unscheduled Issue Request for Explosive Time Change Items/Emergency Issue

(Use the appropriate subject title, should be one or the other)

Request that the following item(s) be issued on *(date)*:

<u>NOMENCLATURE</u>	<u>STOCK NUMBER</u>	<u>PART #</u>	<u>QTY</u>
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Reason for replacement of Explosive Time Change Item(s):

(Point of contact and phone number).

(Name)

Squadron Maintenance Officer

(Date)

1st Ind, 437 MXG/CD

MEMORANDUM FOR 437 MXS/LGMW

Approved/Disapproved

(Name)

Group Commander

(or designated representative)

Attachment 12

COURTESY STORAGE AGREEMENT



MEMORANDUM FOR

FROM: 437 MXS/LGMW

SUBJECT: Munitions Courtesy Storage Memorandum of Agreement (MOA)

1. Courtesy storage is provided on a space available bases only.
2. Organization/Custodians will:
 - a. Ensure individuals who require access to the munitions storage area are listed on the AF Form 68 in section III.
 - b. Coordinate with munitions flight to ensure adequate storage space is available prior to requesting an item from munitions operations to be added to the supply point.
 - c. Ensure all munitions are packaged, marked, sealed, and stored IAW technical orders and AFMAN 91-201.
 - d. Provide technical data on all non-USAF stock listed munitions prior to items being stored.
 - e. Ensure a supply point placard is attached to each stack of items stored. Each placard requires the following information. Munitions flight will provide assistance.
 - (1) Supply Point account number.
 - (2) Organization designation of owning activity and phone number.
 - (3) National stock number, lot number, and quantity in the stack.
 - f. All items placed in storage will have a location marker assigned. Munitions flight will provide assistance.
 - g. Storage structures will be kept neat and orderly. Excess banding, dunnage, and packing materials will not be stored in any structure and must be properly disposed.
 - h. Coordinate with munitions flight three days prior to pick up or return of assets to the munitions storage area. Movement Control Cards (AF Form 4147) will be used to track movement of munitions into and out of storage. Munitions flight has the forms and will provide assistance filling out the cards.
 - i. Transportation of munitions will be IAW AFMAN 91-201 which includes at a minimum:
 - (1) Adequate personnel to move and restore items.

- (2) Explosive placards for vehicles (if applicable).
- (3) Devices to secure munitions during transport.
- (4) Two fire extinguishers rated as 2A:10BC.
- j. Provide required security for applicable munitions if facility alarm system fails for an extended period of time (munitions flight non-duty hours for a period of 4 hours or more).
- 3. Munitions Flight will:
 - a. Only provide access to the storage structures containing your munitions for personnel listed on AF Form 68 section III.
 - b. Escort custodian to the storage structure at scheduled time.
 - c. Provide technical assistance as required.
 - d. Contact the custodian if assets require movement (i.e. Facility maintenance) before items are moved.
 - e. Monitor compliance with AFMAN 91-201 and technical orders for proper storage of assets to ensure net explosive weight, compatibility groups, and housekeeping standards are not violated.
- 4. Contingency/Exercise response:
 - a. During contingency or exercise, custodians will provide munitions flight at least 24 hours notice prior to munitions being withdrawn from storage.
 - b. Munitions flight will provide access to storage structures containing your munitions for personnel listed on the AF form 68, Section III.
 - c. Custodians are responsible for removing pallets, dunnage, etc. from the munitions storage area after items are restored.
- 5. This agreement will be updated annually or whenever there is a change of organization commander or primary custodian.
- 6. Cooperation between both organizations will ensure a problem free agreement.
- 7. Any problems should be immediately addressed to the munitions flight. If unable to resolve the problem the munitions flight chief will be the final authority.

JOHN E. DOE, MSgt, USAF

Munitions Flight Chief

Attachment:

AF Forms 68

1st Ind,

I have read this agreement and briefed all account custodians of their duties and responsibilities.

(Primary Account Custodian)

2nd Ind,

MEMORANDUM FOR LGMW

My custodians have read and understand their responsibilities and will comply with this agreement.

(Organization Commander)

Attachment 13

OUT OF CYCLE REQUEST FOR CUSTODY ACCOUNT (SAMPLE)

(Date)

MEMORANDUM FOR 437MXS/LGMW

FROM: *(Unit/Office Symbol)*

SUBJECT: Out of Cycle Request for Custody Account

1. Request an out of cycle request for the following item(s) for custody account *(Custody account number)*:

<u>MASTER NSN</u>	<u>CAT CODE</u>	<u>QUANTITY</u>	<u>JUSTIFICATION</u>	<u>DIRECTIVE</u>
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2. Reason for not submitting forecasting(s):

3. *(Point of contact and phone number)*.

(Name)

Squadron Commander

(Date)

1st Ind, 437MXS/LGMW

MEMORANDUM FOR 437MXS/LGMW

The above munitions items can/cannot be satisfied

(Name)

MASO

(or designated representative)

Attachment 14

FOUND ON BASE JUSTIFICATION LETTER (SAMPLE)

(Date)

MEMORANDUM FOR 437MXS/LGMW

FROM: (Unit/Office Symbol)

SUBJECT: Found on Base Justification

1. We received 2ea carts from Mountain Home AFB (Aircraft Tail Number) in unserviceable condition, due to mix propellant; we are turning in the following items in FOB. (*Custody account number*):

<u>NSN</u>	<u>CAT CODE</u>	<u>QUANTITY</u>	<u>LOT NUMBER</u>	<u>NOMECLATURE</u>
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2. (Point of contact and phone number).

(Name)

Squadron Commander

Attachment 15

REQUEST FOR REVERSE POST (SAMPLE)

(Date)

MEMORANDUM FOR 437MXS/LGMW

FROM: (Unit/Office Symbol)

SUBJECT: Request for Reverse post on (Expenditure number)

1. This is a request for Reverse Post on expenditure number () for Custody account number):

NSN CAT CODE QUANTITY LOT NUMBER NOMENCLATURE

2. Reason for Reverse post(s): Must be specific and detailed description

3. (Point of contact and phone number).

(Name)

Squadron Commander